



Department of Health and Human Services
Licensing and Regulatory Services
41 Anthony Avenue
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-9300; Fax: (207) 287-9307
Toll Free (800) 791-4080; TTY Users: Dial 711 (Maine Relay)

TO: Interested Parties/Companies
FROM: Division of Licensing
SUBJECT: Employee Assistance Programs - Alcohol & Drug Testing in the Workplace

This memo is for **Employee Assistance Programs for Employers Operating in the State of Maine** who wish to apply for certification to operate Alcohol & Drug Testing Programs.

The Regulations were developed to comply with Maine Public Law 1989, Chapter 536, and apply to all employers who:

- 1. Wish to initiate or continue to require alcohol and /or drug testing of employees in the workplace (random and/or probable cause), and**
- 2. Employ 20 or more full-time employees**

Companies who meet these conditions must develop and obtain certification for an **Employee Assistance Program** from the Division of Licensing & Regulatory Services (DLRS) before performing drug testing. Companies must obtain approval from the Maine Department of Labor (DOL) at (207) 623-7900.

Companies who do not meet the two conditions above may choose to pursue certification under these regulations, but are not required to do so.

To apply for certification, please complete an Employee Assistance Program application and submit the items requested to the address on the application. If there are any questions, you may contact DLRS at (207)287-4399 or 1(800)791-4080.

NOTE: A copy of your certificate will be forwarded to DOL. DOL will request specific policies related to actual drug testing and will provide your organization with final approval.

If there are any questions or concerns, please feel free to contact Marietta D'Agostino, Behavioral Health Program Manager, at (207)287-5810.